

City of Lowell
Job Posting
Please Post – October 31, 2014
Deadline – November 21, 2014
DPD- Division of Development Services
Senior Building Inspector/Plans Reviewer

Job Title: Senior Building Inspector/Plans Reviewer (1400-22, 2085)
Department: DPD- Division of Development Services
Salary: \$31.1645 (min) to \$35.0936 (max) per hour- 40 hrs. per week
Unit: MVEA Unit D

SUMMARY

Responsible for the direct daily supervision and ongoing in-house training of the local building inspectors engaged in enforcing the provisions of the State Building Code and other applicable regulations. Assists Commissioner in achieving and developing operational goals and objectives for the department.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other job related duties may be assigned.

Enforces the provisions of the State Building Code, and any other applicable statutes, rules, ordinances or regulations. Assigns field inspections to subordinate inspectors and reviews progress in accordance with general instructions, standards and regulations. Performs random follow-up field inspections for quality control and performance evaluation.

Examines all permit applications, including plans, to construct, reconstruct, alter, repair, remove or demolish a building or structure; or to change the use or occupancy of a building or structure; or to install or alter any equipment for which provision is made or the installation of which is regulated by 780 CMR (State Building Code) and The Zoning Ordinances of The City of Lowell.

If the application or the construction documents do not conform to the requirements of 780 CMR and all pertinent laws jurisdiction, rejects such application in writing, stating the reasons therefor. Issue permits for proposed work that conforms to the requirements of 780 CMR and all laws and ordinances applicable thereto.

Before issuing a permit, if deemed necessary, examine or cause to be examined all buildings, structures and sites for which an application has been filed for a permit to construct, enlarge, alter, repair, remove, demolish or change the use or occupancy thereof.

Ensure plans, drawings, and construction documents are routed to appropriate departments for review and comment or sign-off prior to permit issuance in accordance with policies. Follow-up with plans sent out for comment to ensure they are returned with required comments/approvals in a timely fashion.

Meets with various owners, architects, lawyers and contractors to discuss and explain the various requirements of the State Building Code, local zoning ordinance and Mass. General Laws regarding their building(s);

Makes inspections of building construction in order to ascertain conformance with plans approved, signs off on inspections at appropriate intervals during construction.

Inspects existing buildings, submits reports on conditions discovered and recommends necessary corrections required for the safety of the occupants of the building; or the public. Issues violations, orders to remedy, and/or fines for violations of state and local codes pertaining to zoning, buildings and building safety.

Represents the City in the appropriate courts to defend decisions and prosecute violations issued in accordance with applicable state and local laws.

Enforces the provisions of Chapter 143 of Massachusetts general laws (MGL) and regulations thereunder, insofar as they apply to the City of Lowell.

Directs the issuance of building certificates of occupancy, certificates of inspection and other proof of compliance in accordance with policy, local and state laws upon application;

Communicates with customers, builders, architects, and property owners to explain the requirements of the local building codes, local zoning ordinance and MGL regarding buildings and answer questions;

Provides for the removal of illegal and unsafe conditions and secures the necessary safeguards for construction;

Prepares periodic reports of buildings and structures erected or altered, of permits issued, of fees collected and estimated costs of work covered by such permits, for presentation of the local governing body.

Communicates with other Development Services staff of potential violations under other codes, safety hazards, and other situations where another inspector's involvement may be appropriate.

Attends meetings, trainings, conferences, etc. as required. Performs administrative duties as required.

Perform proactive inspections throughout the City or in areas as directed, identify violations if any, and follow-up on violations to achieve remedy.

Facilitates an interdisciplinary team approach in identifying and addressing building concerns within the community. Oversees Impact Teams and/or other interdepartmental groups as required.

Works with the Commissioner in reviewing and developing an appropriate fee structure for services performed by the department.

Oversees the examination approval or disapproval of plans and applications for construction, repair, alteration or demolition of buildings for compliance with pertinent building and zoning laws. Performs random follow-up plan reviews for quality control and performance evaluations.

Assists in the development and maintenance of the record management retention system and trains Local Inspector/Plans Reviewers in proper use and procedures.

Provides technical advice to Local Inspector/Plans Reviewers, contractors and city officials relative to the State Building Code, local ordinances and procedures and zoning regulations and answers inquiries and addresses and resolves complaints.

Assists Commissioner in developing standard operating procedures for issuing building permits, making field inspections and other enforcement functions and trains Local Inspector/Plans Reviewers in these procedures on an ongoing basis.

Attends meetings as required

Orders the repair or demolition of unsafe buildings and advises the Commissioner in cases of noncompliance.

Responds to emergency-calls for service, or performs inspections after normal business hours when required or deemed necessary by the Building Commissioner.

Gathers information on courses, seminars, and conferences in order to advise and encourage inspectors on training and development matters.

Assists in the preparation of the annual budget. Compiles statistics and prepares reports as required.

Inspects buildings and structures under construction and alteration of existing buildings.

May serve as temporary Acting Building Commissioner when the Commissioner has an extended absence such as vacation or sick-leave. Must be a certified Building Commissioner with the Commonwealth of Massachusetts in order to serve in this role. Other job related duties as assigned.

SUPERVISORY RESPONSIBILITIES

Directly supervises up to five Local Inspector/Plans Reviewers engaged in plans review, building code enforcement, zoning ordinance enforcement, inspection and record management. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Five years related experience in the supervision of building construction or design with at least three years' experience as a certified building inspector. In addition, such persons shall have had general knowledge of the accepted requirements for building construction, fire prevention, light, ventilation and safe egress; thorough of the modern practices, principles, materials and tools used in building construction, including construction involving reinforced concrete and structural steel; as well as a general knowledge of other equipment and materials essential for safety, comfort and convenience of the occupants of a building or structure. The Senior Building Inspector/Plans Reviewer shall be certified by the BBRS as a Local Building Inspector in accordance with the provisions of 780 CMR R7, the Rules and Regulations for the Certification of Inspectors of Buildings, Building Commissioners and Local Inspectors. Thorough knowledge of the requirements of the State Building Code, Architectural Barrier Board Regulations, State Sanitary Code and other codes that pertain to buildings; knowledge of land-use regulations including zoning laws and subdivision controls. Demonstrated experience in the consistent interpretation and application of the State Building Code.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, blue prints, specifications and other plans or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to effectively and professionally communicate with the general public and to administer the building and zoning codes in a firm but professional manner.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Massachusetts Motor Vehicles Operator License. Must be eligible to serve as a Local Inspector under the regulations of the Commonwealth of Massachusetts Board of Building

Regulations and Standards. Certification as a Local Inspector is required. Individual must maintain certification as required by statute.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock; risk of radiation; and vibration. The noise level in the work environment is usually moderate. Numerous safety hazards may be encountered in on-site inspections, including working around disturbed soil due to newly dug excavations for buildings and structures. Incumbent must also work around and use temporary supported structures such as stairways; working around heavy machinery and inspecting fire damaged buildings. Some night work and attendance at evening meetings may also be required.

The City of Lowell is a smoke and drug free employer and requires a physical with drug screen, and CORI, post offer.

Qualified individuals send resume and/or application to the Human Relations Office, Rm 19 - City Hall, Lowell, MA 01852 by 4:00 PM: Deadline ~ November 21, 2014. Applicants may also send resume and/or application to fax 978-446-7102 or email to cityjobs@lowellma.gov

EOE/AA/504 Employer